

Agency Benefits Coordinator Meeting Transfers

Higher Ed to Higher Ed Transfers True Transfers Defined

- An employee leaving one University of Tennessee or Tennessee Board of Regents agency to join another without a break in employment is considered a true transfer. The employee will NOT be required to meet a new eligibility period. (one full calendar month requirement is waived)
- A true transfer occurs only when an employee leaves an agency one business day and starts with the new agency the next business day



Example of True Transfer

- True Transfer: Leave one agency on Friday, June 29th and start with new agency on Monday, July 2nd
 - In this scenario there would usually be a gap in coverage for the month of August
 - Gaining agency will create a e-Hire form using a hire date of 7/1/2018 so that benefits will start on 8/1/2018



Other Transfer Examples

- Leave one agency on Friday, June 15th and start with new agency on Monday, June 25th
 - This is not a true transfer however they will not have a gap in coverage because both dates are in the same month
 - Employee is not considered newly eligible and is not able to change coverage
- Leave one agency on Friday, June 29th and start with new agency on Monday, July 9th
 - In this scenario there will be a gap in coverage due to the gap in employment
 - Employee should be advised to take COBRA if they need coverage for that month



Higher Ed to Higher Ed Transfers

- The preferred method for transfers is for the gaining agency to enter an eForm after billing (Collections Applied report) has run for the month after term (i.e. the first of the next month) with the actual hire date (not the date the eForm is entered)
 - Example: Hire date is June 25th, eForm should be entered July 3rd with a June 25th hire date so that the losing agency is billed for the month of July
- If you are the losing agency and you receive an eForm before billing (Collection Applied report) has run for July, wait to approve it until July 3rd (after Edison payroll has run)
- If this process isn't followed, you could be billed for a month that you shouldn't be
- If this happens, you should create a Zendesk ticket asking for your bill to be manually corrected



Termination Information

- Termination Date The date entered into Edison should be the last day the employee worked with your agency.
- Action/Reason Code- Termination/X-Benefits Higher Ed Transfer should be used for true transfers or transfers that occur in the same calendar month.
- Action/Reason Code Termination/X-Benefits Emp Resignation should be used for someone with a gap in employment that spans two different months (i.e. last day with one agency is June 18th and first day with new agency is July 2nd).
- If you are unsure if a person is transferring, use Termination/X-Benefits Emp Resignation so that a COBRA letter will generate.

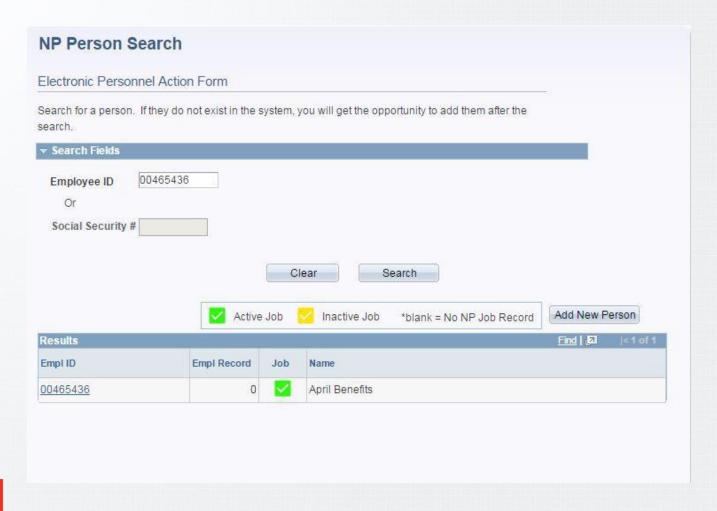


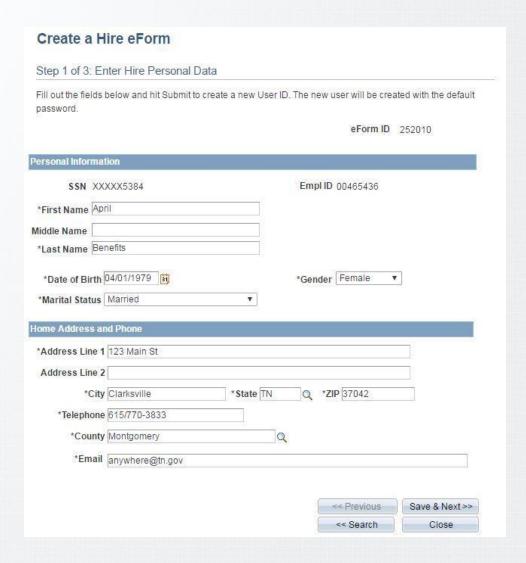
Higher Ed to Higher Ed Transfers Who pays for what?

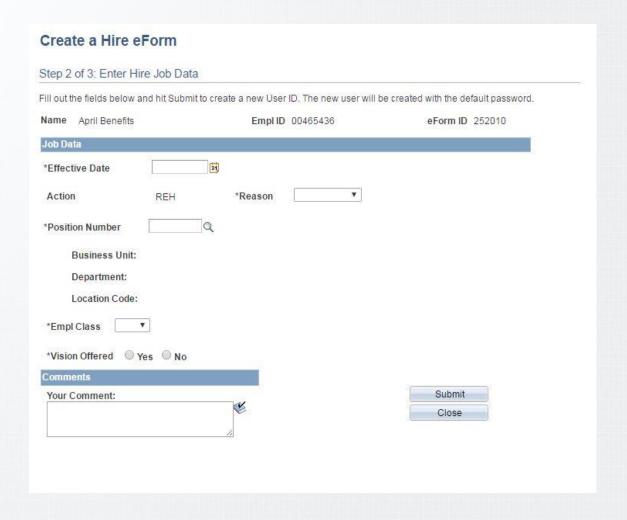
- The employee must keep the same benefits they had with the previous agency if they are a transfer.
- The gaining agency will be responsible for the additional premium for true transfers that span two calendar months since the one full calendar month requirement is waived (i.e. left agency Friday, June 29th and started with new agency Monday, July 2nd)
- The gaining agency will be responsible for billing the employee the back premium
- If the true transfer occurred in the same calendar month then the losing agency would be responsible for the final premium collected in the month they terminate.



Search for a Person in Hire eForm







Losing Agency Email

Important Note: If you get this email, DO NOT terminate the employee On the Non-Payroll Job Data page. It WILL cause issues.

This following is an example of the email the losing agency ABCs will receive.

NP Hire Form ID 252010 for April Benefits is ready for you to evaluate. You may follow the link below to work this item.

Please review the form to see the comments that have been added.

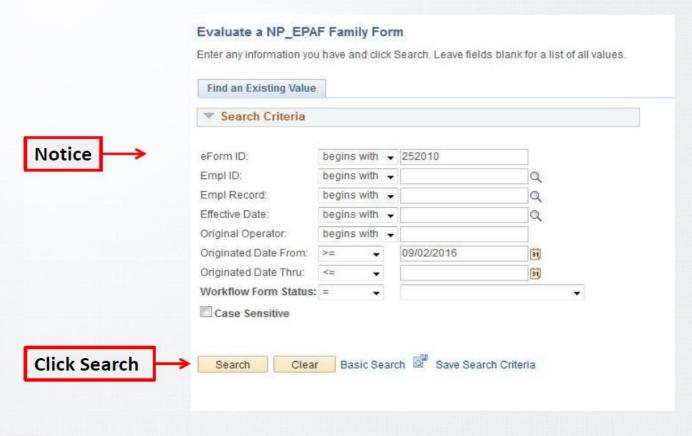
Click on the link below to enter the form in order to review the data and act on the form.

https://sso-uat.edison.tn.gov/psp/pauat/EMPLOYEE/HRMS/c/G NPAF.G NPAF ALL E.GBL?

Page=G NPAF ALL E&Action=U&G FORM FAMILY=NP EPAF&G FORM ID=252010&G FORM TASK=EVL

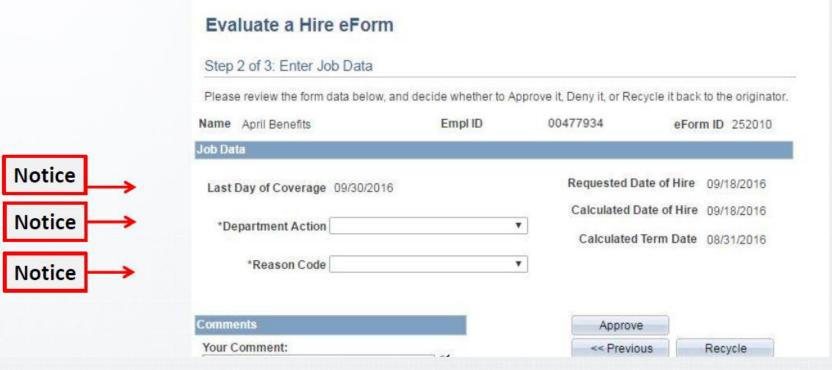
Click the blue hyperlink. You will need to log into Edison.

Losing Agency eForm Actions



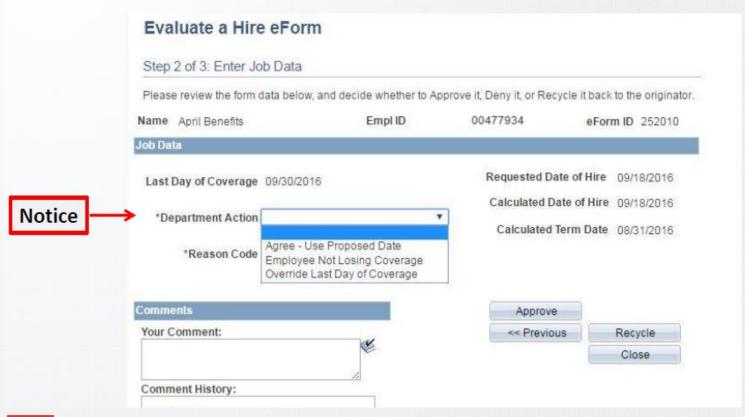


Evaluating Step 1 Hire eForm

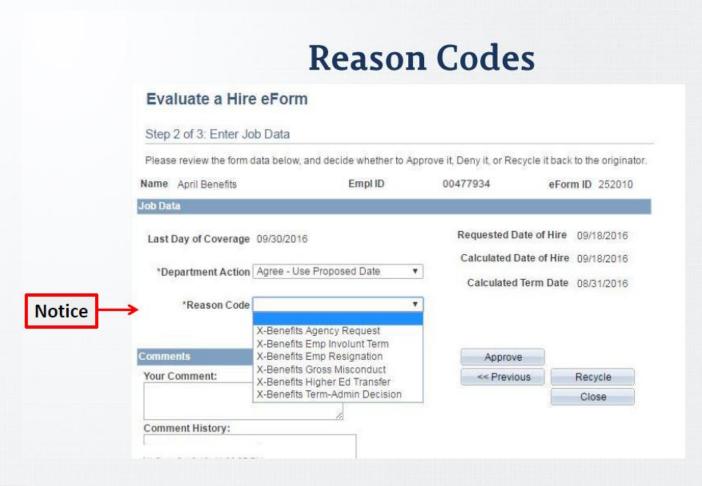




Department Actions









Gaining Agency Email

This following is an example of the email the gaining agency ABC's will receive for a Agree –Use Proposed Date.

Form ID 252010 for April Benefits was approved.

This was a form you initiated. The system has been updated with this data.

Hire Date Requested: 2016-09-18
Hire Date Used: 2016-09-18
Hire Date Used: 2016-09-18
Click the link below to view the form.
https://sso-uat.edison.tn.gov/psp/hruat/EMPLOYEE/HRMS/s/WEBLIB G NAV.ISCRIPT1.FieldFormula.IScript LaunchFormWithID?
G FORM ID=252010&G FORM TYPE=NPHIRE&G FORM TASK=VWS

Click the blue hyperlink. You will need to log in or be logged in Edison.

